

**CITY OF FRANKLIN**  
**Job Description**

**Job Title:** Engineering Technician IV (Lead Technician)

**Department:** Engineering

**Reports to:** City Engineer

**Salary Level:** Non Supervisory Level 19

**FLSA Status:** Non Exempt

**Prepared By:** Becky Dudek, Human Resources Coordinator

**Prepared Date:** November 1, 2002

**Approved By:** Resolution 2003-5558

**Approved Date:** July15, 2003

**Summary:**

Perform planning and coordination of construction and design work for municipal improvement projects; review development plans for subdivisions and public utilities; perform technical work in civil and municipal engineering, drafting and field surveys and assist City Engineer and Assistant City Engineer in the administration of duties as assigned. Coordinate the activities of Engineering Technicians I, II and III and the Engineering Intern including the assignment of work activities and work loads.

**Essential Duties and Responsibilities:**

Include the following. Other duties may be assigned.

Review of preliminary and final subdivision plats. Provide consulting engineer with written commentary as to plats- legal, topographic, and logical suitability. Prepare reports and recommendations to Plan Commission and Common Council.

Review plans and specifications as submitted by consulting engineers for City projects, industrial and commercial developments and subdivision developments. This review includes storm and sanitary sewer, water main, pavements, site grading, and erosion control.

Review Plats of Survey for new industrial, commercial, multiple and single family home construction. Set building grade and design lot drainage patterns relating to adjacent properties.

Prepare and administer City pavement evaluation program as required by the State of Wisconsin Department of Transportation. Train and supervise personnel in pavement rating. Keep program data files current. Prepare, evaluate, and generate reports and provide recommendations for pavement maintenance and repair. This data is also used to determine yearly pavement reconstruction contracts.

Work with the Department of Public Works in the coordination and implementation of road repair, pavement crack filling and ditching.

Prepare contract plans and specifications for annual asphalt and concrete pavement reconstruction program. Review bids received from contractors and administer program.

Inspect reconstruction work performed by contractor. Review invoices and prepare paperwork for contractor payment. Maintain records for data file.

Performs inspection of City bridges and prepares biennial forms for submittal to the Wisconsin Department of Transportation.

Member of Employee Safety Committee. Help coordinate and organize safety programs for employees in the Department of Public Works, Sewer and Water Department, Building Maintenance and City Hall. Document employee accidents and recommend remedies to help prevent similar accidents from reoccurrence.

Supervise the issuance of, or issue house numbers for new subdivisions and Certified Survey Maps.

Prepare assessment rosters for City planned Public Works projects. Review contract documents for accuracy and conformity. Adjust assessment rosters for billing upon completion of Public Works projects.

Review, amend, and approve plans submitted by Wisconsin Electric, Wisconsin Natural Gas, Ameritech, and Time/Warner Cable to construct utilities within City street right-of-ways. Field resolution of problems encountered by utility companies during construction.

Supervise or perform the review of sanitary sewer as-built plans for submission to the Milwaukee Metropolitan Sewerage District.

Review as-built plans for new water main and storm sewer projects. Coordinate corrections with inspecting consulting engineer and/or Developer's Engineers.

Supervise the issuance of land filling permits. Review location plans for conformance to area drainage, topography, and zoning.

Directs the issuance of Soils Disturbing Activities Permits.

Prepare contract specifications for annual pavement marking program. Review bids, administer program. Inspect work. Prepare as-builts for contractor payment. Maintain records of status of pavement marking for long-range planning.

Prepare contract specifications for annual supply of bituminous and aggregate materials. Review bids. Prepare recommendation to Council.

Supervise and monitor the installation of erosion control devices within subdivisions, planned development districts, Public Works construction sites and areas of land filling and/or soils disturbing activities.

Provide consulting engineers and land surveying firms with technical data.

Review new subdivision development inspector's reports and test results for utility installation. Review as-built site grading certification plan for conformity. Provide Building Inspector with written release of subdivision for acceptance of Building Permit Applications.

Supervise and/or assist field crew in the resolution of grading problems as related to residents with drainage complaints.

Provide field assistance to consulting engineering inspectors with construction problems or citizen complaints. Act as Field Inspector for designated Public Works projects.

Responsible for filing investigative reports with the Wisconsin Department of Transportation- Division of Motor Vehicles regarding vehicular accidents involving public property. Provide cost estimates and coordinate insurance claims with City Clerk's office.

Assist in the dissemination of Engineering data, land use, City planning, and general information to the general public.

Responsible for coordinating the work activities and work load for Engineering Technicians I, II, III; Drainage Technician III; and the Engineering Intern including the distribution of specific work activities directed by the City Engineer and/or Assistant City Engineer and being responsible to distribute the work load between the Engineering Technicians.

**Supervisory Responsibilities:**

Responsible for coordinating the work activities and work load for Engineering Technicians I, II and III; including the distribution of specific work activities directed by the City Engineer and/or the Assistant City Engineer and being responsible to distribute the work load between the Engineering Technicians.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

Graduation from a college with an Associate's degree in Civil Engineering is highly recommended. Four (4) years relevant experience, or any equivalent combination of education and experience.

**Language Skills:**

Ability to present and communicate ideas and concepts in public and private, verbally and in writing.

**Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference, calculating relative to traverses, land surveys, coordinates, balancing of latitudes and departures, stadia surveying, fundamentals of plane and solid geometry, and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to make independent judgments which have significant impacts on the organization.

**Computer Skills**

Mainframe computer terminal; personal computer including word processing engineering, and spreadsheet software.

Navigating GIS Data Management.

**Necessary Knowledge, Skills, and Abilities:**

Thorough knowledge of storm and sanitary sewer, water main, pavement and drainage design.

Thorough knowledge of methods, materials, tools, and equipment of Municipal Public Works projects.

Thorough knowledge of the principles and practices of land surveying.

Considerable knowledge of the basic functions of municipal government.

Skill in the operation of listed tools and equipment.

Ability to plan, delegate, and supervise personnel in a manner which will gain respect.

Ability to make independent investigations of Municipal and Civil Engineering problems.

Ability to conduct inspections of Municipal construction projects and enforce contractor conformance to plans and specifications.

Ability to maintain effective and respective work relationships with other departments, other appointed officials, elected officials, and the general public.

**Responsibility for Public Contact:**

Frequent contact requiring courtesy, discretion, and sound judgment.

**Certificates, Licenses, Registrations:**

State Certification for enforcement of erosion control, after six (6) months.

WI Driver's License.

Federal Certification for Bridge Inspection.

**Tools and Equipment Used:**

Copy machine, fax machine, calculator, surveying instruments and telephones.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

**Miscellaneous:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.